



NATURAL RESOURCES AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	NATURAL RESOURCES AGENCY	RELEASE DATE:	Thursday, January 10, 2008
POSITION TITLE:	Deputy Assistant Secretary for Proposition 50	FINAL FILING DATE:	Thursday, January 24, 2008
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	01082008_1

POSITION DESCRIPTION

The Deputy Assistant Secretary for Proposition 50 is responsible for establishing and implementing fiscal policy and controls to ensure successful distribution of bond funds. This bond covers multiple program areas in approximately 13 different departments throughout state government. Proposition 50 provides \$3.44 billion to public and non-profit agencies. Funding is provided for environment-enhancing projects to 13 departments within the Resources, California Environmental Protection, and Health and Human Services Agencies. The bonds provide for hundreds of capital outlay projects and property acquisitions by state agencies. The Deputy Assistant Secretary is responsible for fiscal coordination of the departments, boards, conservancies, commissions, and programs involved in this bond program to provide centralized cash management, consolidated financial and awards reporting, and ensuring consistent application of federal and state rules applicable to bond programs.

The incumbent will develop policies, define appropriate procedures, ensure the audit of funds and that appropriate corrective actions are implemented in accordance with Proposition 50. Additionally, the position represents the Agency in interactions with the Office of the State Treasurer, Office of the State Controller, and Department of Finance, as well as grant recipients. The incumbent may act on behalf of the Assistant Secretary of Finance and Administration on Agency budget, human resource, and business management issues. In addition, the incumbent will oversee all aspects of two Proposition 50 grant programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Demonstrated experience in developing, recommending, and implementing statewide policies, programs, and procedures.

Thorough knowledge and demonstrated experience working with the state's fiscal systems.

Thorough knowledge of the state's legislative process.

Demonstrated leadership ability to develop effective, mutually beneficial relationships with Agency staff including department Directors and their staff, control agency staff, and potential grant recipients.

Demonstrated ability to build consensus and to value differing opinions, viewpoints, perspectives, needs, and interests.

Demonstrated ability to accurately analyze technical, fiscal, statutory, and legal materials and effectively articulate the concepts and their impacts on policies into general terms.

Demonstrated ability to communicate effectively.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Assistant Secretary for Proposition 50**, with the **NATURAL RESOURCES AGENCY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should not be smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.
- A resume.

Applications must be submitted by the final filing date to:

NATURAL RESOURCES AGENCY, California Department of Forestry and Fire Protection (CAL FIRE) Human Resources - Examination Unit
P.O. Box 944246, Sacramento, CA 94244-2460
Rosalie Turbeville | (916) 445-7909 | rosalie.turbeville@fire.ca.gov

ADDITIONAL INFORMATION

Applicants must file their application, resume, and Statement of Qualifications with the California Department of Forestry and Fire Protection (CAL FIRE) either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, attention: Rosalie Turbeville, Examination Unit.

ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF JANUARY 24, 2008 TO BE CONSIDERED.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The NATURAL RESOURCES AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)